

How to Download Data Files from the Online System

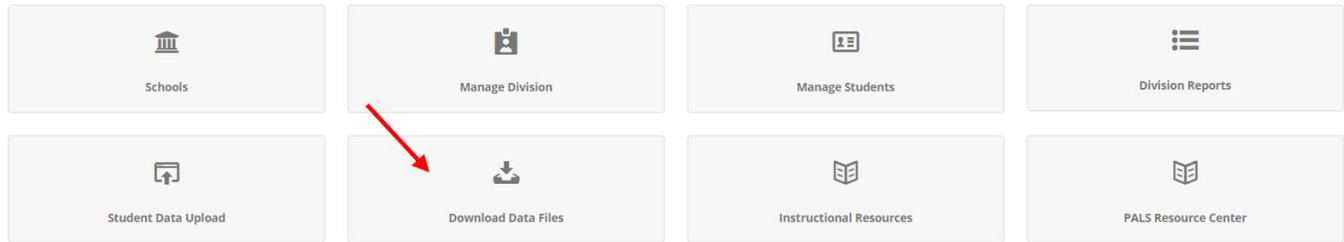
From the Division Home Page

*For division level users

1. Select Download Data Files.

Division Home Page

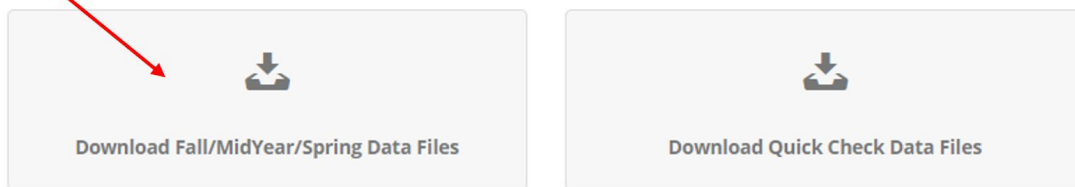
[Choose State](#) > [Choose Division](#) > PALS Professional Development



2. Select Download Fall/MidYear/Spring Data Files.

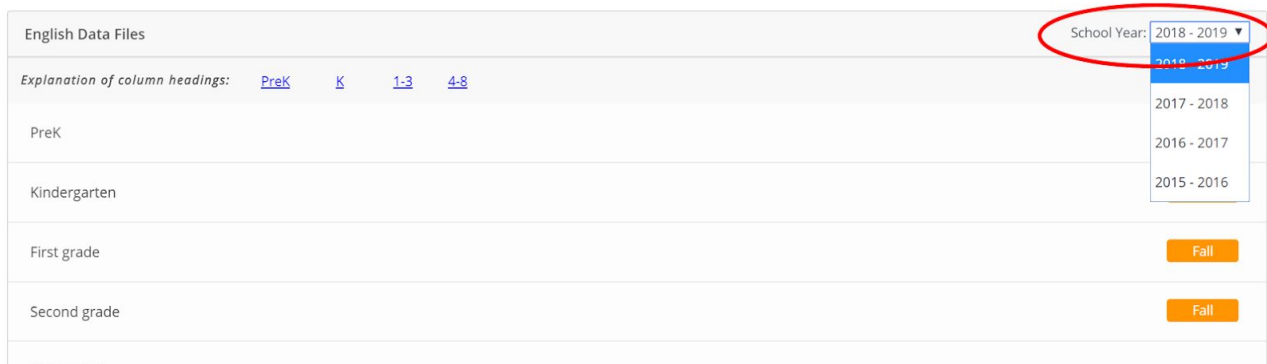
Data Files

[Choose State](#) > [Choose Division](#) > [PALS Professional Development](#) > Data Files



3. On the right-hand side, select the school year from the drop-down menu (if applicable). The current school year will automatically show up.

[Choose State](#) > [Choose Division](#) > [PALS Professional Development](#) > [Data Files](#) > Download Data Files



4. Click the assessment window (Fall, Mid-Year, or Spring) next to the grade level for which you want to download data. The file will automatically download as a .csv file and contain the student demographic and score data. This file will include all schools in the district that are open and had scores entered into the online system during this assessment window. *Scores entered using Late Score Entry do not appear in the files.*

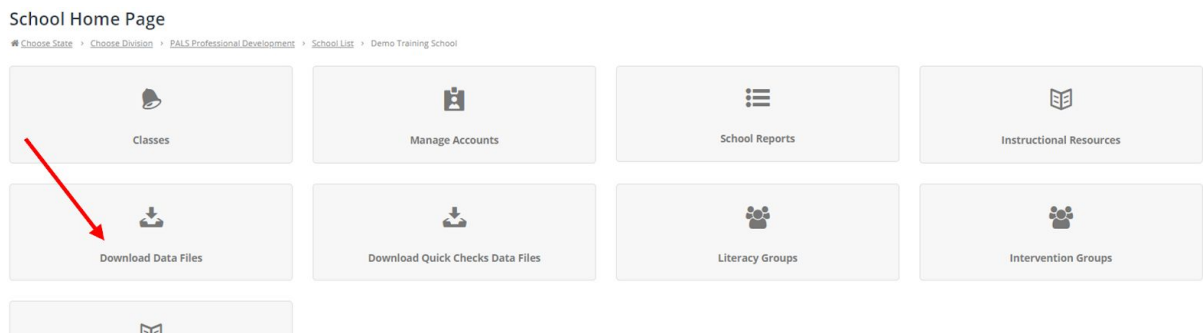


****An explanation of the data fields can be found linked at the top of the Data Files page**

From the School Home Page

*For both school level users and division level users

1. Select Download Data Files.



2. On the right-hand side, select the school year from the drop down menu (if applicable). The current school year will automatically show up.



3. Click the assessment window (Fall, Mid-Year, or Spring) next to the grade level for which you want to download data. The file will automatically download as a .csv file and contain the student demographic and score data. This file will include all teachers in the school that entered scores into the online system during the selected assessment window. *Scores entered using Late Score Entry do not appear in data files.*

Data Files

Choose State > Data Files

English Data Files		School Year: 2016 - 2017
PreK		
Kindergarten	Fall Mid-Year Spring	
First grade	Fall Mid-Year Spring	
Second grade	Fall Mid-Year Spring	
Third grade	Fall Mid-Year Spring	
Fourth grade		
Fifth grade		
Sixth grade		
Seventh grade		
Eighth grade		
Explanation of data fields: PreK K 1-3 4-8 **		

****An explanation of the data fields can be found linked at the bottom of the Data Files page.**

For more information, visit our PALS Resource Center [here!](#)